



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

**Opening Date: 06/02/2015**

**Closing Date: 06/16/2015**

**Position Title:** Heavy Equipment Mechanic

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**Department:** Public Works

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**Work Schedule:** Monday- Friday 7:00AM- 4:00PM

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**Wage Rate:** Pay Range 22: \$22.29/Hr./ Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Submit To:**

Human Resources  
Tule River Indian Tribe of CA  
340 N. Reservation Rd.  
Porterville, CA 93257  
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Approved by TRTC: 05/02/13



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

**TITLE:** Heavy Equipment Mechanic

**WORKSITE:** Public Works Department  
487 S. Reservation Rd.  
Porterville, CA 93257

## GENERAL POSITION DESCRIPTION

Heavy Equipment Mechanic performs repairs and maintenance on loaders, dozers, excavators, and light duty equipment to maximize safe and productive operations.

## DUTIES & RESPONSIBILITIES:

1. Diagnose mechanical problems
2. Perform minor engine repairs, hydraulic repairs, and troubleshooting repairs
3. Performs repairs and maintenance on heavy equipment to maximize safe and productive operations. Typical repairs include, but are not limited to, routine maintenance and repair hydraulic systems, brake systems, transmissions, electrical systems, engines, and compactors.
4. Reads and interprets VCR's (vehicle condition reports) and/or repair orders, communicates with supervisor and/or equipment operators for clarification of problems and discusses preventive techniques with equipment users and vehicle drivers to minimize future repairs
5. Completes paperwork associated with repairing vehicles and documenting parts usage
6. Fabrication and welding repairs
7. Track repairs by vendors, maintain shop supplies, and housekeeping of shop and tools
8. Computer skills needed to input work orders and other required information to maintenance system
9. Follows all safety policies and procedures
10. Drive to and from destinations as assigned by Supervisor.
11. Keep abreast of current laws, rules and regulation regarding the safe operation of equipment.
12. Answer questions and provide information to the public as necessary.
13. Collect and complete daily route schedules and report all daily work to appropriate division staff member.
14. Maintain various records as needed.
15. Provide support to assist other staff in the completion of their duties and responsibilities.
16. Provide training and direction as needed.
17. Perform other duties as assigned.

## KNOWLEDGE, SKILLS, & ABILITIES:

1. Knowledge of pertinent federal, state and local laws, codes and regulations particularly those related to public safety and waste disposal.
2. Knowledge of safe work practices.

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3. Knowledge of methods and materials used in servicing specialized heavy and complex maintenance equipment.
  4. Hand tools including but not limited to, hammer, screwdriver, and wrenches
  5. Vehicles including, but not limited to bobcat, forklift, pickup truck, tire truck and parts truck
  6. Machine including but not limited to drill press, impact tools, grinders, presses and welders
  7. Ability to inspect and restore equipment fluid levels including changing oil, fuel, water and transmission fluid, verify operational gauges and tires, lubricate equipment as needed, service and adjust as necessary.
  8. Ability to clean assigned equipment and related parts, office and lounge areas as required.
  9. Ability to utilize a variety of communication equipment including dispatcher radio, telephones, and etc.
  10. Ability to elevate collected materials and deposit in assigned equipment.
  11. Ability to multitask and prioritize.
  12. Ability to retain and recall factual information.
  13. Ability to write and speak clearly and concisely using correct grammar to record and report information.
  14. Ability to remain composed under stress and establish effective working relationships.
  15. Ability to communicate with persons of various social, economic, and cultural backgrounds.
  16. Ability to work from oral and written instructions.
  17. Ability to read and write common vocabulary.
  18. Ability to read, understand, record, and apply technical materials.
  19. Ability to influence others in a positive manner.
  20. Ability to handle and maintain confidential information.
  21. Ability to identify problems, determine variable solutions, and adopt effective courses of action.
  22. Ability to apply common sense.
  23. Ability to work weekends, holidays, or on an on-call basis.
  24. Excellent verbal and listening skills.
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#### QUALIFICATIONS:

1. High school diploma or GED preferred.
  2. (4) years experience of related equipment maintenance and/or repair
  3. Must possess a valid CA Class C Drivers License and be insurable through the Tribe's insurance
  4. Mechanical or trade school certificate (preferred but not required)
  5. Certificate in electronic diagnostics (preferred but not required)
  6. Must successfully pass a Background Investigation.
  7. Must pass a pre-employment drug and alcohol screen.
  8. Experience in Tribal Government environment (preferred but not required).
  9. Must be professional, polite, and respectful towards all guests.
  10. Must be able to handle extended hours when necessary.
  11. Excellent interpersonal skills with demonstrated patience, tact and respect.
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#### PHYSICAL REQUIREMENTS/CONDITIONS:

1. Lift, carry and push/pull heavy items and or/equipment

2. Climb into and out of equipment
  3. Ship environment including, but not limited to machines, tools, heavy equipment, chemicals, solvents, dust, and fumes
  4. Exposure to residential and commercial waste
  5. Occasional exposure to extreme weather conditions
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**This position reports to:** Director

**Salary:** Pay Range 22: \$22.29-\$28.45/ Hr.  
Paid Bi-Weekly/ Non-Exempt

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K.

**Working Hours:** Monday- Friday 7:00AM- 4:00PM (Subject to change based on department needs)  
Full Time 40+ Hours/Per Week